

STATE OF GEORGIA

RECORDS RETENTION SCHEDULE APPLICATION

<i>The Retention Schedule Program will enter this data:</i>	Sheet:	1 of 2
	Schedule #:	2000-0032-01
	Effective Date:	10/12/2000

(Agency use)

(Archives use)

Date Sent: September 21, 2000

Date
Received:

Agency
Control No.: 4840700000

Agency Code: 0484

Control No.:

Applicant: Department of Transportation
Address: #2 Capitol Square, SW
Atlanta, GA 30334-1002

Phone: 404 656-6168
FAX: 404 656-0909
Email: martha.lamb@dot.state.ga.us

Creating Office: Office of Legal Services
Address: Office of Legal Services
#2 Capitol Square, SW
Atlanta, GA 30334-1002

Phone: 404 657-5808
FAX: 404 657-4781
Email: sandra.burgess@dot.state.ga.us

Administrator: Catina Tisdale
Office of Legal Services Secretary

Phone: 404 656-5275
FAX: 404 657-4781
Email: catina.tisdale@dot.state.ga.us

Application
Type: New

Class: Individual

Series Title: Open Records Request where nothing was provided due to information was not available or where requestor did not inspect within (15) days of notice that records are available.

Dates of Series: 1995 and [ongoing]

Access: Open

Function Documented: Documentation and materials relating to Open Records Request received by the Offices of the General Office or District Offices and/or Area Offices.

Consists of: Open Record Request and Responses .

Media: Paper

Indexed by: Date received.

Retention Requirement: Total of thirty (30) days.

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State Law or Regulation: O.C.G.A. 50-18-70, et seq.
Federal Law or Regulation:
Administrative Need: 30 days to show Georgia Department of Transportation responded and received no response from the requestor.

District and General Office
Cutoff Event: Close out monthly and place in the inactive file.

Total Retention: Hold 30 days then destroy

The above retention period is consistent with the requirements of the Georgia Records Act (O.C.G.A. § 50-18-90 et seq.). We submit this retention schedule to the State Records Committee with the recommendation that it be approved for the named record series.

Authorized by: Sandra Burgess 9-19-00
Sandra Burgess, Legal Services Date

Concur: Harold Linnenkohl 9-20-00
Harold Linnenkohl, Deputy Commissioner Date

Submitted by: Martha B. Lamb 9-21-00
Martha B. Lamb, Records Management Officer Date

The State Records Committee approves this recommended retention period for the named records series by the named creating office.

Signed: Edward Weldon 11/6/00
Edward Weldon, Secretary of State Designee Date